



Notes from the Director

No. 54

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STAT

IN HONOR OF SECRETARIES

I recently had the privilege of introducing Dorothy Nelms, National President of Federally Employed Women, when she spoke to a number of secretarial and clerical employees on National Secretaries Day. To those who were unable to attend, I would nevertheless like to pay tribute. It isn't often that we have an opportunity to honor more than a quarter of all the employees in this Agency—some 27% are clerical and secretarial employees. I am sincerely persuaded that their contributions to the success of the Agency are far more than 27%.

Our business, as you well know, is providing intelligence. This cannot be done unless we can process, type, retrieve, store and handle the enormous amount of information that flows from collectors to analysts and to a finished product. The clerical and secretarial contributions to this process are absolutely vital. Our ability to perform these tasks expeditiously, and frequently under great pressure, is very important. So often the input we make to the decision process of our country involves perishable information. If we are not responsive, if we don't have dedicated secretaries who do what has to be done no matter how trying or how demanding, then we couldn't meet those urgent deadlines.

In this unique Agency we require clerical and secretarial personnel who are of the most upstanding character. Nothing is more important to us than secrecy. If we

do not have absolutely the highest quality of people in this organization, we will ultimately tumble for the inability to keep our necessary secrets. So it is particularly gratifying to see the high quality of people that are around us all the time.

I must also take note of you who, because of your professional pride, refuse to be satisfied with less than excellent work. This translates into good security, timeliness, accuracy and attractiveness of presentation—all very important to our doing the job that is so vital to our country. I am genuinely proud to have this chance to honor such dedicated and distinguished colleagues.

VACANCY NOTICES

Recognizing the value of vacancy notices both as a means for employees to learn of job openings for which they may qualify and for managers as a means to secure the service of qualified personnel, I have approved the following improvements to the Agency Vacancy Notice Program.

- To expedite your receiving vacancy notices in a timely manner, they will be distributed in a revised format by electronic transmission.
- To prevent undue delays in reassignments, selectees resulting from vacancy notices will be released as soon as possible but no longer than six weeks from the date of acceptance.
- As you will be receiving vacancy notices on a more timely basis, the period for responding to vacancy notices will be reduced from three to two weeks.
- To make more jobs available, Agency-wide vacancy notices will be required for the following occupational categories:

Inspector

EEO Specialist

Secretary—GS-08 and above

Administrative Assistant—GS-08 and above

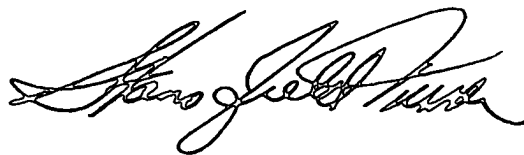
Record Administration Officer

Information Control Assistant—GS-06 and above

Information Control Clerk—GS-06 and above

Data Processing Personnel

- The following require vacancy notices between two Career Services:
 - Intelligence Research Specialist—Imagery Analysis (Between R & I)
 - Visual Information Specialist (Between R & I)
 - Photographer—General (Between M & R)
 - Electronic Engineer (Between M & R)
 - Electronic Specialist (Between M & R)
 - Printing (Between M & R)



STANSFIELD TURNER
Director